## Building Bridges: Best Practices for Effective

Internal Communication





Annual Surveys Staff Advisory Groups Getting In Front of staff to talk and Listen Internal Newsletters Job for the day Rounding Direct Email to Staff from Superintendent Walk-throughs Emergency Communication staff first



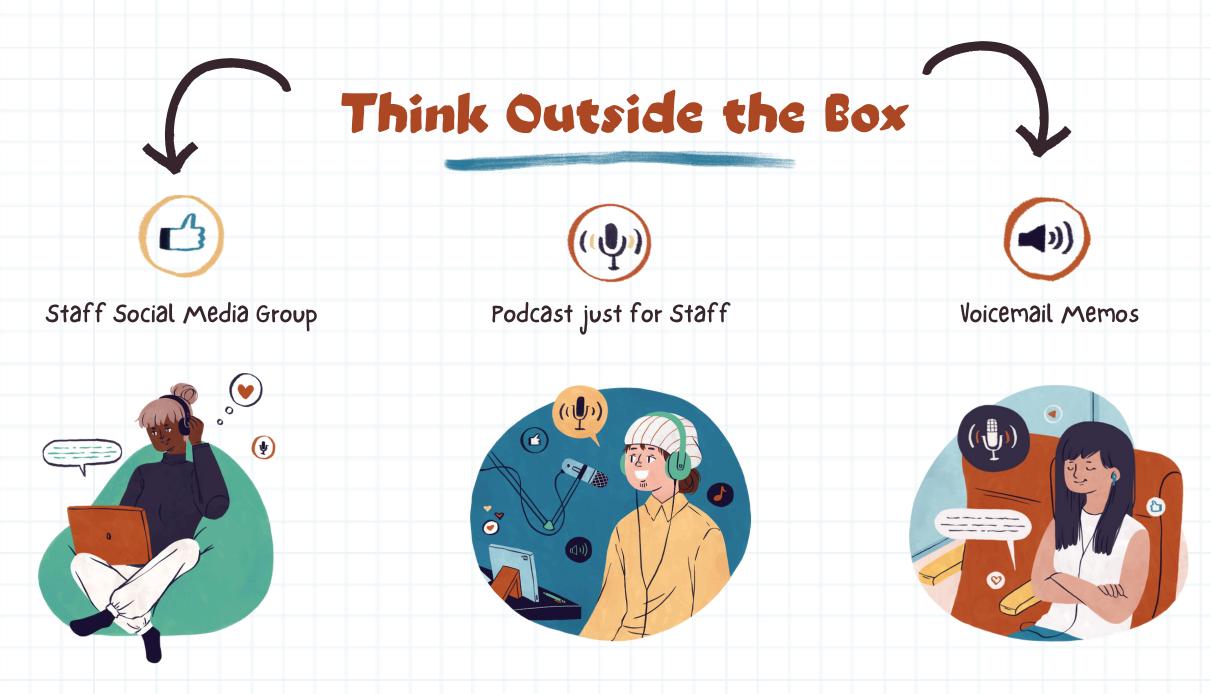
Staff Shout Outs-Recognitions New teacher Features

#### Internal Staff Ideas



exit interviews with HR Stay interviews New teacher features Weekly email to staff from principal Superintendent Blogs regular admin meetings/leadership teams board update after a board meeting





# Resources Past Presidents Best Practices

## Erica Chandler

#### Affton

#OneAffton -- reminding employees that we are One team, One Family, One Community.

- #OneAffton friendship bracelets at convocation
- #OneAffton-branded snackleboxes where we've partnered with our Board and Affton Parents Club to provide different snacks to fill their snacklebox each month
- Underground Spirit Week for Our team only -students had to guess the theme each day

## Stephanie Smith Fort Osage K

- Staff Recognition and social committee as a partnership with HR to get employees involved in their recognitions and networking.
- Ensuring staff events are held at times that staff



## Kelly Wachel Park Hill

- Bring district leadership team together in-person (or via an online call) to discuss hot topics, crisis communication heads-up, or important initiative conversations. These conversations build trust by hearing directly from leaders. Too often we rely on an email to convey important information when a conversation might be needed for context. You know how people used to say that "content is king?" Well, I think "context is queen."
- If you have work groups that need special attention to understand certain decisions – like Special Education, English Language Learners, specialized content areas, social workers, counselors, etc. – go talk to them during their quarterly or monthly check-ins. Again, personal in-person engagement to share information is preferred when possible.

- can actually attend. Think about schedules for custodians, transportation, ect.
- Think about the things you have always done and do they meet staff needs any longer? Are changes needed?

### Lana Snodgras West Plains

- Staff-driven Instagram Takeovers to spotlight different departments.
- Districtwide Google Form for Anonymous staff input reviewed monthly.
- Short behind-the-scenes videos (or photos) with staff (bus drivers, cooks, paras)

 Starting a community engagement campaign for long-range planning or a bond/levy initiative? Schedule lunch and learns at each of your schools. Take lunch (or cookies) and go sit in the commons area or staff lunchroom to engage with staff over their lunch hours. Take information (handouts) and be available to answer any questions the staff might have.



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